

Job Posting – Position Available
Posting Date: March 15, 2016
Send Resume To: Court Director
2602 S. Main, Stafford, Texas 77477
Or Email Nnguyen@staffordtx.gov
Application/Resume Deadline: Open Until Filled

Position: Deputy Court Clerk
Class Structure: Administrative Support
Class: Administrative Assistant
Level: 2
Dept/Div: Municipal Court
Salary: \$15.00/Hr

Key Job Responsibilities:

Process traffic, parking, penal code and city ordinance violations;

- Accept payments of fines, bonds, defensive driving certificates and driving records;
- Prepare and process complaints, and defensive driving affidavits;
- Prepare daily deposits;
- Prepare summons for jurors;
- Prepare witnesses and officers subpoenas;
- Prepare courtesy notices on fail to appear and fail to pay files;
- Manage payment schedules for defendants;
- Schedule cases for hearings, arraignments, pre-trials, judge and jury trials;
- File all citations, correspondence and other records;
- Complete other tasks as assigned.

Knowledge/Skills:

- Must be able to work in a fast paced and sometimes testy environment in a friendly and courteous manner.
- Excellent organizational and communication skills.
- General office, secretarial experience, computer literate.
- Positive attitude in dealing with the public, the judge, and co-workers.
- Basic math

Minimum Qualifications For Position:

High School diploma, GED or equivalent, and three (3) years of administrative/clerical experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Municipal Court clerical experience preferred. Must be eligible to obtain Notary Public.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER